



UTAH WASTEWATER OPERATOR CERTIFICATION COUNCIL  
**UTAH WASTEWATER OPERATOR  
CERTIFICATION APPLICATION**  
(See Page 4 for Instructions)

(Certification Program Use Only)	
Receipt No.	_____
Amount	_____
Entered DB	_____
Cert No.	_____

(Requested Action - Check All That Apply)

**RENEWAL** ☐ **CHANGE IN STATUS (RESTRICTED TO UNRESTRICTED)** ☐ **RECIPROCITY** ☐

**EXAMINATION** ☐ MUST SPECIFY **DATE** \_\_\_\_\_ AND **LOCATION** \_\_\_\_\_

**CATEGORY** **GRADE** (Identify for ALL types of requests listed above)

Treatment	<input type="checkbox"/> T-I	<input type="checkbox"/> T-II	<input type="checkbox"/> T-III	<input type="checkbox"/> T-IV
Collection	<input type="checkbox"/> C-I	<input type="checkbox"/> C-II	<input type="checkbox"/> C-III	<input type="checkbox"/> C-IV
Small Lagoon System	<input type="checkbox"/> S-I (only)			

**A. PERSONAL INFORMATION (All applications)**

NAME: \_\_\_\_\_ SSN #: XXX-XX- \_\_\_\_\_  
First Middle Last (Last 4 Digits)

MAILING ADDRESS: \_\_\_\_\_  
Street &/or PO Box City State Zip

RESIDENCE: \_\_\_\_\_  
(if different from mailing address) Street &/or PO Box City State Zip

#YRS. AT RESIDENCE \_\_\_\_\_ Indicate Preferred Number with X TELEPHONE: ☐ (H) (\_\_\_\_) ☐ (W) (\_\_\_\_)

**B. CERTIFICATE INFORMATION (All applications)**

Have you ever applied to take a wastewater exam or received a certificate for exam waiver in Utah? \_\_\_\_\_

Do you have a current wastewater operator's certificate? \_\_\_\_\_ *If not Utah certificate, give details:*

Certificate Number: \_\_\_\_\_ Expiration year: \_\_\_\_\_

Grade: \_\_\_\_\_ Category: \_\_\_\_\_ (Treatment/Collection/SLS/Exam Waiver/Other)

State of Issuance: \_\_\_\_\_ ABC(ours) or Equivalent Exams Passed \_\_\_\_\_ (Please specify)

Restrictions \_\_\_\_\_

If requesting Reciprocity: List minimum qualifications necessary to procure the level/grade of certificate you currently hold (education, experience, training, etc.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**C. TRAINING RECORD (last three years only).** I certify that, if I am applying to **renew** a current certificate, I have earned the required Continuing Education Units (CEUs) for the certification. If **additional** training needs to be recorded, I have enclosed the required documentation with this application. **See the Operator Certification website [www.waterquality.utah.gov/OpCert](http://www.waterquality.utah.gov/OpCert) for required information to include. (Attach all information)**

By signing this form, I signify that the above information is true and accurate to the best of my knowledge. Any falsification is subject to certificate suspension or revocation. This information may be verified by staff of the Division of Water Quality as part of routine procedures. Sections D and E and/or "Attachment A" may also be required for some certification actions, and are certified as being correct.

\_\_\_\_\_  
Signature of Applicant (Required)

\_\_\_\_\_  
Date

(For "Renewals," submit only this page and the fee -- but if your employment or DRC status has changed, please complete those sections)

(This page is required for all applications except “Renewal”)

**D. EDUCATION RECORD**

	SCHOOL/ LOCATION	DATES ATTENDED	MAJOR SUBJECT	DATE COMPLETED	HIGHEST GRADE COMPLETED
High School:	_____ _____	____ TO ____ ____ TO ____	_____ _____	_____ _____	_____
College:	_____ _____	____ TO ____ ____ TO ____	_____ _____	_____ _____	_____
Other:	_____ _____ _____	____ TO ____ ____ TO ____ ____ TO ____	_____ _____ _____	_____ _____ _____	_____

**E. EXPERIENCE RECORD:** Begin with present position and work backwards, listing *experience that is relevant* to your qualifications as an operator. Use additional pages if necessary. (See “Attachment A” for requirements for each grade). Be *thorough and specific* in describing duties, as decisions regarding restricted/unrestricted status are based on the information you provide. If information is incomplete, a “restricted” certificate is issued.

Month / Day / Year	Current Employer _____
From: _____	Address _____
To: _____	Immediate Supervisor _____ Phone: ( ) _____
Total Time _____	Applicant’s Position _____
	Applicant’s Duties _____
	_____
	_____
	_____

Month / Day / Year	Previous Employer _____
From: _____	Address _____
To: _____	Immediate Supervisor _____ Phone: ( ) _____
Total Time _____	Applicant’s Position _____
	Applicant’s Duties _____
	_____
	_____
	_____

By initialing this form, you signify that the above information is true and accurate to the best of your knowledge, as stated on Page 1. Any falsification is subject to certificate suspension or revocation. This information may be verified by staff of the Division of Water Quality as part of routine procedures.

\_\_\_\_\_  
Applicant’s Initials

(Required)

\_\_\_\_\_  
Date

## ATTACHMENT A

Any falsification is subject to certificate suspension or revocation.

I, \_\_\_\_\_ (supervisor's printed name) \_\_\_\_\_ (title)

Stipulate that \_\_\_\_\_ (operator's printed name) is presently employed at

\_\_\_\_\_ (facility name) and meets the qualifications of education and

experience noted below to become certified with a Classification \_\_\_\_\_ Grade \_\_\_\_\_ certificate **with/without** restriction.  
(Collection/Treatment/SLS) (I,II,etc.) (please circle appropriate word)

### Qualifications for Operator Grades.

General:

"Qualification Points" means total of years of education and experience required. All substitutions are year for year equivalents. A college "year" is considered 45 quarter hours or 30 semester hours of credit.

College-level education must be in a job-related field to be credited. However, partial credit may be given for non-job related education at the discretion of the Council.

Experience may be substituted for a high school education or a graduate equivalence degree in Grades I and II only.

#### Grade I - 13 points required

1. Twelve years education (one point per year).
2. One year operating experience (one point per year).
3. Experience may be substituted for all or any part of the education requirements, on a one-to-one basis.
4. Education may not be substituted for experience.

#### Grade II - 14 points required

1. Twelve years education (one point per year)
2. Two years operating experience (one point per year)
3. Up to one year of additional education may be substituted for an equivalent amount of operating experience.
4. Experience may be substituted for all or any part of the education requirement, on a one-to-one basis.

Education may be substituted for experience, as specified below.

#### Grade III - 16 points required

1. Twelve years education (one point per year)
2. Four years operating experience (one point per year)
3. Up to 2 years of additional education may be substituted for an equivalent amount of operating experience.

Relevant and specialized operator training may be substituted for education requirement, where 25 CEUs is equivalent to 1 year of education.

4. At least one year of the operating experience must have been at a Grade II facility or higher.

#### Grade IV - 18 points required

1. Twelve years education (one point per year)
2. Six years operating experience (one point per year)
3. Up to 2 years of additional education may be substituted for an equivalent amount of operating experience.

Relevant and specialized training may be substituted for education where 25 CEUs equal 1 year of education.

4. At least two years of the operating experience must have been at a Grade III facility or higher.

**"Operating Experience" means experience gained in operating a wastewater treatment plant or collection system which enables the operator to make correct supervisory, operational, safety, and maintenance decisions affecting personnel, water quality, public health, regulatory compliance, and wastewater works operation, efficiency, and longevity.**

**"Direct Responsible Charge (DRC)" means active on-site charge and performance of operation duties. The person in direct responsible charge is generally a supervisor over wastewater treatment or collection who independently makes decisions affecting all treatment or system processes during normal operation which may effect the quality, safety, and adequacy of treatment of wastewater discharged from the plant. In cases where only one operator is employed, this operator shall be considered to be in direct responsible charge.**

This employee **IS** \_\_\_\_\_ / **IS NOT** \_\_\_\_\_ in **DRC** at this facility for this Classification. (Must be indicated in order to update operator database)

\_\_\_\_\_  
Signed (Supervisor)

\_\_\_\_\_  
Date

# UTAH WASTEWATER OPERATOR CERTIFICATION APPLICATION

## INSTRUCTIONS

See Below for Details of Information Required to Process Certain Types of Certification Actions

### CRITERIA FOR CERTIFICATION GRADES (Wastewater Treatment, Collection and Small Lagoon System)

Grade	Education (#yrs.)	Experience (#yrs)	Other
I	12	1	no education substitution for experience
II	12	2	up to 1 yr. relevant education substituted for experience
III	12	4	up to 2 yrs. relevant education substituted for experience: 1 year experience in Grade II or higher facility
IV	12	6	up to 2 yrs. relevant education substituted for experience: 2 years experience in Grade III or higher facility

**EXAM:** Complete Items A, B, C, D, E of application form, sign, and have supervisor complete Attachment A.

**DIRECT RESPONSIBLE CHARGE (DRC):** Supervisor attests to the operator's DRC status by completing Attachment A.

**Not all operators** are required to be certified; only those defined as in "direct responsible charge" (DRC) must be certified at the same grade as the facility rating. Those applicants not meeting the criteria in the box above may still apply for certification, but will be issued **restricted** certificates upon passing the examination.

**CHANGE IN STATUS --RESTRICTED TO UNRESTRICTED:** Complete Items A, B, C, D, E, of application form, sign, **and** have supervisor complete Attachment A.

Restricted certificates will be issued if the applicant passes the exam, but lacks the experience or education required for a particular grade. Certificates become unrestricted when an application and appropriate fee have been submitted showing the applicant meets minimum education and experience requirements. An *unrestricted* certificate will then be issued.

Individuals required to be certified may operate a system with a restricted certificate of the required grade for up to 1 year for Grade I & II facilities, or up to 2 years for Grade III & IV facilities, provided an unrestricted certificate can be obtained at the end of the stipulated period.

**RENEWAL:** Complete Items A, B, & C of application form, sign. If Employment has changed, please also complete E.

Certificates must be renewed each three years and expire on December 31 of the last year of the certificate. Operators considered in **DRC must** renew by the expiration date for the wastewater works to remain in compliance. Expired certificates may be reinstated within three months after expiration by payment of a reinstatement fee. However, all required CEUs must be accrued **before** the December 31<sup>st</sup> deadline.

**RECIPROCITY:** Complete Items A, B, C, D, E of application form (Include a copy of present certificate). If employed in Utah at time of application, wastewater supervisor should complete Attachment A.

A Utah certificate of reciprocity may be issued when an applicant holds a valid certificate issued by a certifying authority with equivalent standards and is currently employed in Utah. Otherwise, a "letter of intent to issue a certificate" may be issued.

Please see *R317-10, Administrative Rules for Certification of Wastewater Works Operators*, for more information on certification requirements. **More information is available on the Operator Certification website** [www.waterquality.utah.gov/OpCert](http://www.waterquality.utah.gov/OpCert)

#### Send completed application and appropriate fee to:

Wastewater Operator Certification Program  
Division of Water Quality  
288 N. 1460 W. (do not include this line on US Mail)  
P.O. BOX 144870  
Salt Lake City, UT 84114-4870  
Phone: (801) 538-6146 Fax: (801) 538-6016

#### Checks payable to:

**DIVISION OF WATER QUALITY**

Exam: \$35.00  
Reciprocity: \$20.00  
Renewal: \$10.00  
Reinstatement Fee: \$10.00/per month(up to 3 months)  
Status Change: \$20.00

Revised 8/29/06